

## **Renewal Instructions**

You will receive a renewal form a minimum of 60 days prior to the expiration of your license. Your renewal dates never change regardless of when your renewal is received by our office. Notify our office of any change in address by email or fax to ensure that you receive your renewal form.

If you receive your renewed license prior to your current license expiring, continue to display your current license until the date on the renewed license takes effect as your renewal dates never change.

**Processing of a renewal takes 10 to 15 business days. Please plan ahead!**

## **Payment Instruction**

Your payment of the \$150.00 (**Cashier check or Money Order only**) renewal fee, along with your renewal form, must be received in our office prior to the expiration date on your license. If we receive your renewal form and fee in our office after the expiration date, it is considered late. **There is no grace period.** Any payment received after the expiration date on your license is subject to any penalty fees that the Board deems applicable.

## **Late Fees**

If you are unable to submit your renewal form with all required information by the expiration date, please include a late fee of \$25.00 per month for every month license has been expired.

## **Photo Instruction**

Include 1 current passport photo

- Original color photo **ONLY** on photo paper
- No larger than 2" x 2", front view of FACE – no profile
- Taken within 60 days of renewal date.
- Must be taken against a white background
- We will **NOT ACCEPT** the photo if you are wearing a hat, sunglasses, or anything obstructing any portion of your face.

## **Mailing Instruction**

Mail your renewal to:

Nevada State Board of Massage Therapists  
1755 E. Plumb Lane Suite 252  
Reno, NV 89502

Your license will be mailed to the most current mailing address on file.

## **Continuing Education Hours (C.E.H.) Instruction**

If you obtained CEH's that are certified by the NCBTMB, approved by the Commission on Postsecondary Education, or taken at a institution of higher learning and/or within the University system, submit the original certificate or a certified/notarized copy of the certificate from the course provider along with your renewal form. Certified/notarized copies can be obtained by a notary. Certificates will not be returned.

If you took a course that does not meet the above criteria, you will need to download the CEH forms from our website that pertains to each course you completed. You will need to submit these forms along with your original certificates or certified copy of the certificate with your renewal form.

Classes or seminars that do not meet the requirements as outlined within NAC Section 7 may be subject to Board review. These classes will be evaluated on content and should benefit the massage practice or improve the therapist's skills as either a business person or a practitioner. The Board will make a determination based on all the information provided within the CEH application and any other applicable information needed to approve the credits. You will only receive credit for CEH's that are printed on the certificate submitted, not for additional hours spent for study.

A minimum of 12 CEH's are required for renewal. All CEH's must be completed within the 12 month period following your last renewal and must be submitted with your current renewal to be able to receive credit for hours completed in that time period. You may carry over a maximum of 36 CEH's over a span of 3 years. CEH's obtained that are not NCBTMB certified or approved by the Commission on Postsecondary Education must be reviewed by the Board or designated committee prior to approval.

The only Continuing Education Hours (CEH's) that will be accepted, are those that you acquired after receiving your Nevada State License.

### **Disciplinary Actions**

**NRS 640C.700 (1):** The Board may refuse to issue a license to an applicant, or may initiate disciplinary action against a holder of a license, if the applicant or holder of the license: submits false, fraudulent or misleading information to the Board or any agency of this State, any other State, a territory or possession of the United States the District of Columbia or the Federal Government If the board finds indications of fraud or falsification of records, an investigation of action shall be instituted. Findings may result in disciplinary action including revocation of the licensee's license and/or other disciplinary actions.

**NRS 640C.910 (2):** If a person's license to practice massage therapy pursuant to this chapter has expired or has been suspended or revoked by the Board, the person shall not:

- a. Engage in the practice of massage therapy; or
- b. Use in connection with his name the words or letters "L.M.T.," "licensed massage therapist," "licensed massage technician," "M.T.," "massage technician" or "massage therapist," or any other letters, words or insignia indicating or implying that he is licensed to practice massage therapy, or in any other way, orally, or in writing or print, or by sign, directly or by implication, use the word "massage " or represent himself as licensed or qualified to engage in the practice of massage therapy.

**NRS 640C.450 Display of License:** Each licensee shall display his license in a conspicuous manner at each location where he practices massage therapy.

Failure to complete education hours by the time of renewal shall result in denial of a license. A licensee has 60 days from date of notification of non compliance to come in compliance. Failure to be in compliance may result in suspension of the licensee to practice massage.

**NRS 640C.710 Section 6.3(4):** (4) If the citation is issued to an unlicensed person and includes an order to pay an administrative fine for one or more violations, the amount of the administrative fine:

- a) For a first violation, must not be less than \$500 and must not be more than \$1,000;
- b) For a second violation, must not be less than \$1,000.00 and must not be more than \$5,000; and
- c) For a third violation and for each additional violation, must not be less than \$2,000.00 and must not be more than \$10,000.00.

On October 16, 2009, the Board voted on the following fine amounts for the violation of working with an expired license:

- a) 1<sup>st</sup> Offense: \$100.00 plus any administrative fees
- b) 2<sup>nd</sup> Offense: \$500.00 plus any administrative fees
- c) 3<sup>rd</sup> Offense: \$1,500.00 plus any administrative fees